

# JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 37-06

DATE:

May 4, 2006

**OPEN TO:** US Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

**POSITION:** Federal Benefits Claims Representative - FBU, FP-05\*

**OPENING DATE:** May 4, 2006

**CLOSING DATE:** May 18, 2006

**SCHEDULE:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$39,448 p.a. (Starting Salary)  
(Position Grade: FP-05 is confirmed by Washington)

**LENGTH OF HIRE:** Temporary position not to exceed 7/31/2008

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate in Frankfurt is seeking an individual for the position of Federal Benefits Claims Representative in the Federal Benefits Unit (FBU).

## BASIC FUNCTION OF POSITION

This is the expert level for Federal Benefits Claims Representatives. The incumbent is responsible for developing and processing the full range of the most difficult, complex and responsible federal benefits related claims work which frequently requires comprehensive investigations to determine initial and continuing benefit eligibility. The incumbent prepares and submits complete and authoritative final adjudication packages to the Social Security Administration (SSA) for final action. Although the most extensive federal benefits program involves SSA benefits and services, the incumbent is also responsible for any claims work involving the benefit programs of the Department of Veterans Affairs (DVA), the Office of Personnel Management (OPM), the Railroad Retirement Board (RRB) and the Department of Labor (DOL).

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of two years of collegiate study in business, social sciences or political science is required.
2. A minimum of three years of progressively responsible experience in work involving the application of complex regulatory material along with extensive public contact or other closely related experience is required.
3. Expert knowledge of a vast and complex body of applicable laws and regulation, precedents and procedures, such as Title 20, Chapter III, Title 42, Chapter IV and Title 38 of the U.S. Code of Federal Regulations; Title II, XXI and XVIII of the Social Security Act; selected provisions of the Internal Revenue code; various provisions of Public Laws and Statutes; Social Security Rulings, Acquiescence; Rulings; the Social Security Program Operations Manual Systems, and the DVA Handbook for Veteran Benefits Counselors is required.
4. Level 4 (Fluency) Oral/Written English is required.
5. Level I keyboarding skill is required.

UNCLASSIFIED

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a non-sensitive security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-1950 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as the DS-1950 or OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Giessener Strasse 30  
60435 Frankfurt am Main

## **POINT OF CONTACT**

Jodi Brandenburg  
069-7535-3476  
BrandenburgJL@state.gov

## **DEFINITIONS**

1.AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2.EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3.Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S.

Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: MAY 18, 2006**

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: JBrandenburg Cleared: MGT/HR: CAschowicz FBU: RFenton